

# E Medicaid Forms

This section contains examples of various Alabama Medicaid forms used in documenting medical necessity and claims processing.

The following forms may be obtained by contacting the following:

<i>Form Name</i>	<i>Contact</i>	<i>Phone</i>
Certification and Documentation of Abortion	Communications	(334) 353-4099
Check Refund Form	HP Provider Assistance Center	(800) 688-7989
Dental Prior Authorization Form	HP Provider Assistance Center	(800) 688-7989
Hysterectomy Consent Form	Communications	(334) 353-4099
Patient Status Notification (Form 199)	HP Provider Assistance Center	(334) 242-5684
Prior Authorization Form	HP Provider Assistance Center	(800) 688-7989
Sterilization Consent Form	Communications	(334) 353-4099
Family Planning Services Consent Form	Communications	(334) 353-4099
Prior Authorization Request	Pharmacy Management	(334) 242-5050
Early Refill DUR Override	Pharmacy Management	(334) 242-5050
Growth Hormone For AIDS Wasting	Pharmacy Management	(334) 242-5050
Growth Hormone For Children	Pharmacy Management	(334) 242-5050
Adult Growth Hormone	Pharmacy Management	(334) 242-5050
Maximum Unit Override	Pharmacy Management	(334) 242-5050
Miscellaneous Medicaid Pharmacy PA Request Form	Pharmacy Management	(334) 242-5050
EPSDT Child Health Medical Record	Communications	(334) 353-4099
Alabama Medicaid Agency Referral Form	Communications	(334) 353-4099
Residential Treatment Facility Model Attestation Letter	Institutional Services Unit	(334) 353-4945
Certification of Need for Services: Emergency Admission to a Residential Treatment Facility	Institutional Services Unit	(334) 353-4945
Certification of Need for Services: Non-Emergency Admission to a Residential Treatment Facility	Institutional Services Unit	(334) 353-4945
Patient 1 <sup>st</sup> Recipient Dismissal Form	Patient 1 <sup>st</sup> Program	(334) 353-5907
Patient 1 <sup>st</sup> Medical Exemption Request Form	Patient 1 <sup>st</sup> Program	(334) 353-5907
Patient 1 <sup>st</sup> Complaint/Grievance Form	Patient 1 <sup>st</sup> Program	(334) 353-5907
Patient 1 <sup>st</sup> Override Request Form	Patient 1 <sup>st</sup> Program	(334) 353-5907
Request for Administrative Review of Outdated Medicaid Claim	System Support Unit	(334) 242-5501

Deleted: Medicaid Adjustment Request Form

Added: Patient 1<sup>st</sup> Recipient Dismissal Form

Replaced form**E.1 Certification and Documentation of Abortion****ALABAMA MEDICAID AGENCY**

## Certification and Documentation

## For Abortion

I, \_\_\_\_\_, certify that the woman,  
\_\_\_\_\_, suffers from a physical  
disorder, physical injury, or physical illness, including a life-endangering physical  
condition caused by or arising from the pregnancy itself that would place the  
woman in danger of death unless an abortion is performed.

<i>Name of Patient</i>		<i>Patient's Medicaid Number</i>	
<i>Patient's Street Address</i>		<i>City</i>	<i>State Zip</i>
<i>Printed Name of Physician</i>		<i>Physician's NPI #</i>	
<i>Signature of Physician</i>		<i>Date Physician Signed</i>	
<i>Date of Surgery</i>			

**INSTRUCTIONS:** The physician must send this form with the medical records  
and claim to:

HP  
P.O. Box 244034  
Montgomery, AL 36124-4034

PHY-96-2 (Revised 2/10/2010)

Alabama Medicaid Agency

Formerly MSA-PP-81-1

## E.2 Check Refund Form

### Check Refund Form (REF-02)

Mail To: HP  
Refunds  
P.O. Box 241684  
Montgomery, AL 36124-1684

Provider Name \_\_\_\_\_ NPI Number \_\_\_\_\_

Check Number \_\_\_\_\_ Check Date \_\_\_\_\_ Check Amount \_\_\_\_\_

Information needed on each claim being refunded	Claim 1	Claim 2	Claim 3
13-digit Claim Number (from EOP)			
Recipient's ID Number (from EOP)			
Recipient's name (Last, First)			
Date(s) of service on claims			
Date of Medicaid payment			
Date(s) of service being refunded			
Service being refunded			
Amount of refund			
Amount of insurance received, if applicable			
Insurance Co. name, address, and policy number, if applicable			
Reason for return (see codes listed below)			

1. BILL: An incorrect billing or keying error was made
2. DUP: A payment was made by Alabama Medicaid more than once for the same service(s)
3. INS: A payment was received by a third party source other than Medicare
4. MC ADJ: An over application of deductible or coinsurance by Medicare has occurred
5. PNO: A payment was made on a recipient who is not a client in your office
6. OTHER: (Please explain)

\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_ Telephone \_\_\_\_\_

2-11-08

Replaced form

## E.3 Alabama Prior Review and Authorization Dental Request

### ALABAMA PRIOR REVIEW AND AUTHORIZATION DENTAL REQUEST

<b>Section I – Must be completed by a Medicaid provider.</b> Requesting NPI or License # _____ Phone (     ) _____ Name _____ Address _____ City/State/Zip _____ Medicaid Provider NPI # _____		<b>Section II</b> Medicaid Recipient Identification Number _____ <div style="text-align: right; font-size: small;">(13-digit RID number is required)</div> Name as shown in Medicaid system _____ Address _____ City/State/Zip _____ Telephone Number (     ) _____		
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Section III	DATES OF SERVICE	REQUIRED PROCEDURE CODE	QUANTITY REQUESTED	TOOTH NUMBER(S) OR AREA OF THE MOUTH
	START CCYYMMDD			
	STOP CCYYMMDD			
<b>PLACE OF SERVICE (Circle one)</b>  <div style="margin-top: 10px;">11 = DENTAL OFFICE</div> <div style="margin-top: 10px;">22 = OUTPATIENT HOSPITAL</div> <div style="margin-top: 10px;">21 = INPATIENT HOSPITAL</div>				

**Section IV****1. Indicate on the diagram below the tooth/teeth to be treated.**

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16  
 32 31 30 29 28 27 26 25 24 23 22 21 20 19 18 17

**2. Detailed description of condition or reason for the treatment:**


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**3. Brief Dental/Medical History:**


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When x-rays or photos are required per criteria, please send them in a separate, sealed envelope marked "Confidential."  
 Make sure the recipient's name and Medicaid number are included with the X-rays or photos.

Certification Statement: This is to certify the requested service, equipment, or supply is medically indicated and is reasonable and necessary for the treatment of this patient. This Form and any statement on my letterhead attached hereto have been completed by me or by my employee and reviewed by me. The foregoing information is true, accurate, and complete, and I understand that any falsification, omission, or concealment of material fact may subject me to civil or criminal liability.

Signature of Requesting Dentist \_\_\_\_\_

FORWARD TO: HP, P.O. Box 244032, Montgomery, Alabama 36124-4032

Date of Submission \_\_\_\_\_

**E.4 Hysterectomy Consent Form**

Replaced form

## ATTACHMENT I

## ALABAMA MEDICAID AGENCY HYSTERECTOMY CONSENT FORM

See the back of this form for completion instructions

**PART I.****PHYSICIAN**

## Certification by Physician Regarding Hysterectomy

I hereby certify that I have advised \_\_\_\_\_ Medicaid Number \_\_\_\_\_ to  
Typed or Printed Name of Patient  
 undergo a hysterectomy because of the diagnosis of \_\_\_\_\_,  
diagnosis code

Further, I have explained orally and in writing to this patient and/or her representative (\_\_\_\_\_) that she will be  
Name of Representative, if any  
 permanently incapable of reproducing as a result of this operation which is medically necessary. This explanation was given before the  
 operation was performed.

\_\_\_\_\_  
Typed or Printed Name of Physician\_\_\_\_\_  
NPI #\_\_\_\_\_  
Signature of Physician\_\_\_\_\_  
Date of Signature**PART II.****PATIENT**

## Acknowledgment by Patient (and/or Representative) of Receipt of Above Hysterectomy Information

I, \_\_\_\_\_ and/or \_\_\_\_\_ hereby acknowledge that  
Name of Patient Date of Birth Name of Representative, if any

I have been advised orally and in writing that a hysterectomy will render me permanently incapable of reproducing and that I have agreed  
 to this operation. This oral and written explanation that the hysterectomy would make me sterile was given to me before the operation.

\_\_\_\_\_  
Signature of Patient\_\_\_\_\_  
Date\_\_\_\_\_  
Signature of Representative, if any\_\_\_\_\_  
Date**PART III.****PHYSICIAN**

Date of Surgery \_\_\_\_\_

**PART IV.****UNUSUAL CIRCUMSTANCES**

Recipient Name: \_\_\_\_\_ Recipient ID: \_\_\_\_\_

I \_\_\_\_\_ certify  
Printed name of physician

- ☐ patient was already sterile when the hysterectomy was performed. Cause of sterility \_\_\_\_\_.  
 Medical records are attached.
- ☐ hysterectomy was performed under a life threatening situation. Medical records are attached.
- ☐ hysterectomy was performed under a period of retroactive Medicaid eligibility. Medical records are attached.

Before the operation was performed, I informed the recipient that she would be permanently incapable of reproducing as a result of this  
 operation. ☐ Yes ☐ No

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PART V.****STATE REVIEW DECISION**

Signature of Reviewer: \_\_\_\_\_ Date of Review: \_\_\_\_\_ ☐ Pay ☐ Deny

Reason for denial: \_\_\_\_\_

Replaced form**PART I.**

This section is required for all routine hysterectomies. See Parts III and IV for a patient who is already sterile, a hysterectomy performed under a life-threatening emergency or during a period of retroactive Medicaid eligibility.

- Type or print the name of the patient
- Record the recipient's 13 digit Medicaid Number
- Record the diagnosis requiring hysterectomy
- Record the diagnosis code
- Record the name of representative, if the recipient is unable to sign the consent form. If a representative is not used, record N/A in this field
- Type or print the name of the physician who will perform the hysterectomy
- Record the NPI Number of the physician who will perform the hysterectomy
- Physician must sign and record the date of signature. Date must be the date of the surgery or a prior date. If any date after surgery is recorded, the form will be denied.

**PART II.**

This section is required for all routine hysterectomies. See Parts III and IV for a patient who is already sterile, a hysterectomy performed under a life-threatening emergency or during a period of retroactive Medicaid eligibility.

- Type or print the name of the patient and the patient's date of birth including the day/month/year
- Record the name of representative, if the recipient is unable to sign the consent form. If a representative is not used, record N/A in this field
- Patient must sign and record the date of signature unless a representative is being used to complete the form. Date must be the date of surgery or a prior date. If any date after surgery is recorded, the form will be denied.
- Representative must sign and record the date of signature, if the recipient is unable to sign the consent form. Date must be the date of the surgery or a prior date. If any date after surgery is recorded, the form will be denied.

**PART III.**

This section is required for all hysterectomies.

- Record the date of surgery once the surgery has been performed

**PART IV**

This section is for use when a hysterectomy was performed on a patient who was already sterile, under a life-threatening emergency in which prior acknowledgement was not possible or during a period of retroactive Medicaid eligibility. Medical records must be submitted for any hysterectomy recorded under this section. In lieu of this form, a properly executed informed consent and medical records may be submitted for these three circumstances.

- Type or print the name of the patient
- Record the recipient's 13 digit Medicaid Number
- The physician who performed the surgery must record their name
- Check the appropriate box to indicate the specific unusual circumstance
- Check the appropriate box regarding whether or not the patient was informed she would be permanently incapable of reproducing as a result of the operation.
- Attach medical records including Medical History; Operative Records; Discharge Summary and a Hospital Consent Form for the Hysterectomy.

**PART V**

The reviewer at the State completes this section whenever unusual circumstances are identified. HP will send a copy of the consent form containing the State payment decision to the surgeon following State review.

**E.5 Patient Status Notification (Form 199)****MEDICAID PATIENT STATUS NOTIFICATION**

(To be submitted when a patient is admitted, discharged, transferred, or expires)

Deleted: Medicaid  
Adjustment Request  
FormTO: Alabama Medicaid Agency  
P.O. Box 5624-36103  
501 Dexter Avenue  
Montgomery, Alabama 36104

Date \_\_\_\_\_

FROM: \_\_\_\_\_  
(Name of Facility) NPI Number \_\_\_\_\_  
\_\_\_\_\_  
(Address of Facility) Telephone Number \_\_\_\_\_**CURRENT PATIENT STATUS**Patient's First Name \_\_\_\_\_ M.I. \_\_\_\_\_ Patient's Last Name \_\_\_\_\_  
\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Birthdate \_\_\_\_\_Patient's Social Security No.           Female ☐Patient's Medicaid No.             Male ☐Date Admitted \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
(Medicare Admission) (Medicaid Admission)

Number of Medicare Days this Admission: \_\_\_\_\_

☐ New Admission ☐ Hospital ☐ Mental Institution  
☐ Re-Admission From: ☐ Home  
☐ Transferred Admission ☐ Other Nursing Home \_\_\_\_\_**For Medicaid Use Only:**

Over 60-days late \_\_\_\_\_

Medicare Denial: \_\_\_\_\_

Reference Information: \_\_\_\_\_  
Name of Sponsor \_\_\_\_\_

Address of Sponsor \_\_\_\_\_

☐ Mental Illness ☐ Developmentally Disabled  
☐ Convalescent Care ☐ Post Extended Care Days ☐ Swing Bed Approved By \_\_\_\_\_  
☐ Dual Diagnosis ☐ Mental Retardation Date Approved: \_\_\_\_\_**PATIENT DISCHARGE STATUS**

Discharged to: \_\_\_\_\_ Date \_\_\_\_\_

Death (Date) \_\_\_\_\_

Signed \_\_\_\_\_

Title \_\_\_\_\_

**Distribution:**

White: Alabama Medicaid Agency

Canary: Office of Determination for Medicaid Eligibility - check one:

☐

SSI

☐

D.O.

Pink: Nursing Home File Copy

\_\_\_\_\_  
District Office**Form 199 (Formerly XIX-LTC-4)**

Revised 2-13-08

[illegible]

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**FOR POST EXTENDED HOSPITAL CARE ONLY:**

**Nursing Home** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Contacted** \_\_\_\_\_

Continued

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**Physician's Signature**

April 2010



## E.6 Alabama Prior Review and Authorization Request Form

### ALABAMA PRIOR REVIEW AND AUTHORIZATION REQUEST

(Required If Medicaid Provider)      PMP (    )  Requesting Provider NPI # _____  Phone with Area Code _____  Name _____	Recipient Medicaid # _____ Name _____ Address _____ City/State/Zip _____ EPSDT Screening Date _____ DOB _____ Prescription Date CCYYMMDD _____																					
Rendering Provider NPI # _____ Phone with Area Code _____ Fax with Area Code _____ Name _____ Address _____ City/State/Zip _____ Ambulance Transport Code _____ Ambulance Transport Reason Code _____ DME Equipment: _____ New _____ Used	First Diagnosis _____ Second Diagnosis _____ Assignment/Service Code _____ Patient Condition _____ Prognosis Code _____  <table style="width: 100%; font-size: small;"> <tr> <td>(01) Medical Care</td> <td>(48) Hospital Inpatient Stay*</td> <td>(75) Prosthetic Device</td> </tr> <tr> <td>(02) Surgical</td> <td>(54) LTC Waiver</td> <td>(A7) Psychiatric-Inpatient*</td> </tr> <tr> <td>(12) DME-Purchase</td> <td>(56) Ground Transportation</td> <td>(AC) Targeted Case Management</td> </tr> <tr> <td>(18) DME-Rental</td> <td>(57) Air Transportation</td> <td>(AD) Occupational Therapy</td> </tr> <tr> <td>(35) Dental Care</td> <td>(69) Maternity</td> <td>(AE) Physical Therapy</td> </tr> <tr> <td>(42) Home Health Care</td> <td>(72) Inhalation Therapy</td> <td>(AF) Speech Therapy</td> </tr> <tr> <td>(44) Home Health Visits</td> <td>(74) Private Duty Nursing</td> <td>(AL) Vision-Optometry</td> </tr> </table>	(01) Medical Care	(48) Hospital Inpatient Stay*	(75) Prosthetic Device	(02) Surgical	(54) LTC Waiver	(A7) Psychiatric-Inpatient*	(12) DME-Purchase	(56) Ground Transportation	(AC) Targeted Case Management	(18) DME-Rental	(57) Air Transportation	(AD) Occupational Therapy	(35) Dental Care	(69) Maternity	(AE) Physical Therapy	(42) Home Health Care	(72) Inhalation Therapy	(AF) Speech Therapy	(44) Home Health Visits	(74) Private Duty Nursing	(AL) Vision-Optometry
(01) Medical Care	(48) Hospital Inpatient Stay*	(75) Prosthetic Device																				
(02) Surgical	(54) LTC Waiver	(A7) Psychiatric-Inpatient*																				
(12) DME-Purchase	(56) Ground Transportation	(AC) Targeted Case Management																				
(18) DME-Rental	(57) Air Transportation	(AD) Occupational Therapy																				
(35) Dental Care	(69) Maternity	(AE) Physical Therapy																				
(42) Home Health Care	(72) Inhalation Therapy	(AF) Speech Therapy																				
(44) Home Health Visits	(74) Private Duty Nursing	(AL) Vision-Optometry																				

  

Line Item	DATES OF SERVICE		PLACE OF SERVICE	PROCEDURE CODE*	MODIFIER 1	UNITS	COST/ DOLLARS
	START CCYYMMDD	STOP CCYYMMDD					

Clinical Statement: (Include Prognosis and Rehabilitation Potential) A current plan of treatment and progress notes, as to the necessity, effectiveness and goals of therapy services (PT, OT, RT, SP, Audiology, Psychotherapy, Oxygen Certifications, Home Health and Transportation) must be attached.

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\* If this PA is for Psychiatric or Inpatient stay, Procedure Code is not required.

Certification Statement: This is to certify that the requested service, equipment, or supply is medically indicated and is reasonable and necessary for the treatment of this patient and that a physician signed order is on file (if applicable). This form and any statement on my letterhead attached hereto has been completed by me, or by my employee and reviewed by me. The foregoing information is true, accurate, and complete, and I understand that any falsification, omission, or concealment of material fact may subject me to civil or criminal liability.

Signature of Requesting Provider \_\_\_\_\_

Date \_\_\_\_\_

FORWARD TO: HP , P.O. Box 244036 Montgomery, Alabama 36124-4032

Replaced form

## E.7 Sterilization Consent Form

### STERILIZATION CONSENT FORM

NOTICE: YOUR DECISION AT ANY TIME TO BE STERILIZED WILL NOT RESULT IN THE WITHDRAWAL OR WITH HOLDING OF ANY BENEFITS PROVIDED BY PROGRAMS OR PROJECTS RECEIVING FEDERAL FUNDS.

#### CONSENT TO STERILIZATION

I have asked for and received information about sterilization from (Doctor/Clinic) \_\_\_\_\_. When I first asked for the information, I was told that the decision to be sterilized is completely up to me. I was told that I could decide not to be sterilized. If I decide not to be sterilized, my decision will not affect my right to future care or treatment. I will not lose any help or benefits from programs receiving Federal funds, such as A.F.D.C. or Medicaid that I am now getting or for which I may become eligible.

I understand that the sterilization must be considered **permanent** and **not reversible**. I have decided that I do not want to become pregnant, bear children or father children.

I was told about those temporary methods of birth control that are available and could be provided to me which will allow me to bear or father a child in the future. I have rejected these alternatives and chosen to be sterilized.

I understand that I will be sterilized by an operation known as a \_\_\_\_\_. The discomforts, risks, and benefits associated with the operation have been explained to me. All my questions have been answered to my satisfaction.

I understand that the operation will not be done until at least thirty days after I sign this form. I understand that I can change my mind at any time and that my decision at any time not to be sterilized will not result in the withholding of any benefits or medical services provided by federally funded programs.

I am at least 21 years of age and was born on (Month/Day/Year) \_\_\_\_\_. I, \_\_\_\_\_, hereby consent of my own free will to be sterilized by (Doctor) \_\_\_\_\_, by the method called \_\_\_\_\_. My consent expires 180 days from the date of my signature below.

I also consent to the release of this form and other medical records about this operation to: Representative of the Department of Health and Human Services or Employees of programs or projects funded by that Department but only for determining if Federal laws were observed. I have received a copy of this form.

(Signature) \_\_\_\_\_ (Date) \_\_\_\_\_

(Typed/Printed Name) \_\_\_\_\_

Recipient's Medicaid Number) \_\_\_\_\_

You are requested to supply the following information, but it is not required:

*Race and Ethnicity Designation (please check)*

_____ American Indian or Alaska Native	_____ Black (not of Hispanic origin)
_____ Hispanic	_____ White (not of Hispanic origin)
_____ Asian or Pacific Islander	

#### INTERPRETER'S STATEMENT

(If an interpreter is provided to assist the individual to be sterilized) I have translated the information and advice presented orally to the individual to be sterilized by the person obtaining the consent. I have also read him/her the consent form in the \_\_\_\_\_ Language and explained its contents to him/her. To the best of my knowledge and belief he/she understood this explanation.

(Interpreter) \_\_\_\_\_ (Date) \_\_\_\_\_

Original – Patient  
Copy 2 – HP  
Copy 3 – Patient's Permanent Record

#### STATEMENT OF PERSON OBTAINING CONSENT

Before (Patient's Name) \_\_\_\_\_ signed the consent form, I explain to him/her the nature of the sterilization operation \_\_\_\_\_, the fact that it is intended to be a final and irreversible procedure and the discomforts, risks and benefits associated with it.

I counseled the individual to be sterilized that alternative methods of birth control are available which are temporary. I explained that sterilization is different because it is permanent.

I informed the individual to be sterilized that his/her consent can be withdrawn at any time and that he/she will not lose any health services or any benefits provided by Federal funds.

To the best of my knowledge and belief the individual to be sterilized is at least 21 years old and appears mentally competent. He/She knowingly and voluntarily requested to be sterilized and appears to understand the nature and consequence of the procedure.

(Signature) \_\_\_\_\_ (Date) \_\_\_\_\_

(Title of Person Obtaining Consent) \_\_\_\_\_

(Typed/Printed Name) \_\_\_\_\_

(Facility) \_\_\_\_\_

(Address) \_\_\_\_\_

#### PHYSICIAN'S STATEMENT

Shortly before I performed a sterilization operation upon (Patient's Name) \_\_\_\_\_ on (Date) \_\_\_\_\_, I explained to him/her the nature of the sterilization operation (Specify Type of Operation) \_\_\_\_\_, the fact that it is intended to be a final and irreversible procedure and the discomforts, risks and benefits associated with it.

I counseled the individual to be sterilized that alternative methods of birth control are available which are temporary. I explained that sterilization is different because it is permanent.

I informed the individual to be sterilized that his/her consent can be withdrawn at any time and that he/she will not lose any health services or any benefits provided by Federal funds.

To the best of my knowledge and belief the individual to be sterilized is at least 21 years old and appears mentally competent. He/She knowingly and voluntarily requested to be sterilized and appears to understand the nature and consequence of the procedure.

(Instructions for use of alternative final paragraphs: Use the first paragraph below except in the case of premature delivery or emergency abdominal surgery where the sterilization is performed less than 30 days after the date of the individual's signature on the consent form. In those cases, the second paragraph below must be used. Cross out the paragraph, which is not used.)

- (1) At least thirty days have passed between the date of the individual's signature on the consent form and the date the sterilization was performed.
- (2) This sterilization was performed less than 30 days but more than 72 hours after the date of the individual's signature on this consent form because of the following circumstances (check applicable box and fill in information requested):
  - (1) \_\_\_\_\_ Premature delivery: \_\_\_\_\_  
Individual's expected date of delivery: \_\_\_\_\_
  - (2) \_\_\_\_\_ Emergency abdominal surgery: \_\_\_\_\_  
(Describe circumstances using an attachment)

(Signature) \_\_\_\_\_ (Date) \_\_\_\_\_

(Typed/Printed Name of Physician) \_\_\_\_\_

(NPI Number) \_\_\_\_\_

Alabama Medicaid Agency

Form 193 (Revised 2-30-2010)

## E.8 Family Planning Services Consent Form

Name: \_\_\_\_\_

Medicaid Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

I give my permission to \_\_\_\_\_ to provide family planning services to me. I understand that I will be given a physical exam that will include a pelvic (female) exam, Pap smear, tests for sexually transmitted diseases (STDs), tests of my blood and urine and any other tests that I might need. I have been told that birth control methods that I can pick from may include oral contraceptives (pills), Depo-Provera shots, intrauterine devices (IUDs), Norplant implant, diaphragms, foams, jellies, condoms, natural family planning or sterilization.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

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Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## E.9 Prior Authorization Request Form

**NOTE:**

Prior Authorization Form 369 may be downloaded from the Medicaid website at [www.medicaid.alabama.gov](http://www.medicaid.alabama.gov).

## E.10 Early Refill DUR Override Request Form

**NOTE:**

The Pharmacy Override Form 409 may be downloaded from the Medicaid website at [www.medicaid.alabama.gov](http://www.medicaid.alabama.gov).

## **E.11 Growth Hormone for AIDS Wasting**

**NOTE:**

PA Form- Growth Hormone-AIDS Wasting, may be downloaded from the Medicaid website at [www.medicaid.alabama.gov](http://www.medicaid.alabama.gov).

## E.12 Growth Hormone for Children Request Form

**NOTE:**

PA Form – Growth Hormone- Child may be downloaded from the Medicaid website at [www.medicaid.alabama.gov](http://www.medicaid.alabama.gov).

## **E.13 Adult Growth Hormone Request Form**

**NOTE:**

PA Form – Growth Hormone – Adult may be downloaded from the Medicaid website at [www.medicaid.alabama.gov](http://www.medicaid.alabama.gov).



**E.14      Maximum Unit Override****NOTE:**

The Pharmacy Override Override Form 409 may be downloaded from the Medicaid website at [www.medicaid.alabama.gov](http://www.medicaid.alabama.gov).

## **E.15 Miscellaneous Medicaid Pharmacy PA Request Form**

**NOTE:**

The PA Form for Miscellaneous Drugs may be downloaded from the Medicaid website at [www.medicaid.alabama.gov](http://www.medicaid.alabama.gov).

## E.16

## EPSDT Child Health Medical Record (4 pages)

## EPSDT CHILD HEALTH MEDICAL RECORD

Name \_\_\_\_\_ Medicaid Number \_\_\_\_\_  
                     Last                      First                      Middle

Sex \_\_\_\_\_ Race \_\_\_\_\_ Birth Date \_\_\_\_\_  
     M \_\_\_\_\_ White \_\_\_\_\_ Black \_\_\_\_\_ Am. Indian \_\_\_\_\_  
     F \_\_\_\_\_ Latino \_\_\_\_\_ Asian \_\_\_\_\_ Other \_\_\_\_\_

I give permission for the child whose name is on this record to receive services in the \_\_\_\_\_  
 I understand that he/she will receive tests, immunizations, and exams. I understand that I will  
 be expected to follow plans that are mutually agreed upon between the health staff and me.

Date _____ Relationship _____	Date _____ Relationship _____
Signature _____	Signature _____
Date _____ Relationship _____	Date _____ Relationship _____
Signature _____	Signature _____
Date _____ Relationship _____	Date _____ Relationship _____
Signature _____	Signature _____
Date _____ Relationship _____	Date _____ Relationship _____
Signature _____	Signature _____

## FAMILY HISTORY

(Code Member Having Disease)

(F-Father, M-Mother, S-Sibling, GP-Grandparent, O-Other)

If Negative, place an N in the blank

_____ heart disease	_____ high blood pressure	_____ tuberculosis	_____ cancer
_____ stroke	_____ blood problem/disease	_____ birth defects	_____ stroke
_____ asthma	_____ nerve/mental problem	_____ mental retardation	_____ diabetes
_____ alcohol/drug abuse	_____ foster care	_____ Other	

Update (annually) _____	Update (annually) _____
Update (annually) _____	Update (annually) _____
Update (annually) _____	Update (annually) _____
Update (annually) _____	Update (annually) _____

## MEDICAL HISTORY

HISTORY	0-Neg +-Pos	DETAIL POSITIVES	HISTORY	0-Neg +-Pos	DETAIL POSITIVES
Childhood Diseases			Frequent Colds		
Diabetes Mellitus			Tonsillitis		
Epilepsy			Bronchitis		
Thyroid Dysfunction			Ear Infection		
Mental Illness			Pneumonia		
Rheumatic Fever			Convulsions		
Heart Disease			Headache		
Hepatitis			Drug Sensitivity		
Blood Dyscrasia			Allergies		
Anemia			Medications		
Eczema			Operation, Accident		
Tuberculosis			Drug Abuse		
Asthma			Chronic Problems		

Hospitalizations (year & reason) \_\_\_\_\_

Updates (each screening) \_\_\_\_\_

### DEVELOPMENTAL ASSESSMENT

DATE	NORMAL	ABNORMAL (detail)	DATE	NORMAL	ABNORMAL (detail)

### ANTICIPATORY GUIDANCE

(Should be done at each screening and documented with a date)

<b>2 Weeks to 3 Months</b> <small>Dates completed</small> _____ Nutrition Safety Spitting up, hiccoughs, sneezing, etc. Immunizations Need for affection Skin & scalp care, bathing frequency Teach how to use the thermometer and when to call the doctor	<b>13 to 18 Months</b> <small>Dates completed</small> _____ Nutrition Safety Dental hygiene Temper tantrums Obedience Speech development Lead poisoning Toilet training counseling begins	<b>6 to 13 Years</b> <small>Dates completed</small> _____ Nutrition Safety (auto passenger safety) Dental care School readiness Onset of sexual awareness Peer relationships (male & female) Parent-child relationships Prepubertal body changes (menst.) Alcohol, drugs and smoking Contraceptive information if sexually active _____ _____ _____
<b>4 to 6 Months</b> <small>Dates Completed</small> _____ Nutrition Safety Teething & drooling/dental hygiene Fear of strangers Lead poisoning	<b>19 to 24 Months</b> <small>Dates Completed</small> _____ Nutrition Safety Need for peer relationships Sharing Toilet training should be in progress Dental hygiene Need for affection and patience Lead poisoning	<b>14 to 21 Years</b> <small>Dates completed</small> _____ Nutrition/dental Safety (automobile) Understanding body anatomy Male-female relationships Contraceptive information Obedience and discipline Parent-child relationships Alcohol, drugs and smoking Occupational guidance Substance abuse _____ _____ _____
<b>7 to 12 Months</b> <small>Dates completed</small> _____ Nutrition Safety Dental hygiene Night crying Separation anxiety Need for affection Discipline Lead poisoning	<b>3 to 5 Years</b> <small>Dates completed</small> _____ Nutrition Safety Dental hygiene Assertion of independence Need for attention Manners Lead poisoning Alcohol & drugs	

### NUTRITIONAL ASSESSMENT

DATE	ADEQUATE	INADEQUATE (detail)	DATE	ADEQUATE	INADEQUATE (detail)

	Hematocrit Hemoglobin	Urine Sugar/Albumin	Lead	Sickle Cell Screen	Other
Date					
Results					
Date					
Results					
Date					
Results					
Date					
Results					
Date					
Results					
Date					
Results					
Date					
Results					
Date					
Results					

[illegible]

PHYSICAL ASSESSMENT

(UC=Under the care)									
Date of Exam									
Age	School Grade								
Height	Weight								
Head Circumference									
Temperature									
Pulse	Blood Pressure								
Hearing		(R)	(L)	(R)	(L)	(R)	(L)	(R)	(L)
Vision		(R)	(L)	(R)	(L)	(R)	(L)	(R)	(L)
Dental Care		Referral ____	*UC ____	Referral ____	UC ____	Referral ____	UC ____	Referral ____	UC ____
Physical Examination		WNL <input type="checkbox"/>	Abnormal:	WNL <input type="checkbox"/>	Abnormal:	WNL <input type="checkbox"/>	Abnormal:	WNL <input type="checkbox"/>	Abnormal:
Signature									

PHYSICAL ASSESSMENT

Date of Exam									
Age	School Grade								
Height	Weight								
Head Circumference									
Temperature									
Pulse	Blood Pressure								
Hearing		(R)	(L)	(R)	(L)	(R)	(L)	(R)	(L)
Vision		(R)	(L)	(R)	(L)	(R)	(L)	(R)	(L)
Dental Care		Referral ____	UC ____	Referral ____	UC ____	Referral ____	UC ____	Referral ____	UC ____
Physical Examination		WNL <input type="checkbox"/>	Abnormal:	WNL <input type="checkbox"/>	Abnormal:	WNL <input type="checkbox"/>	Abnormal:	WNL <input type="checkbox"/>	Abnormal:
Signature									

## E.17 Alabama Medicaid Agency Referral Form

### ALABAMA MEDICAID REFERRAL FORM

#### PHI-CONFIDENTIAL

Today's Date \_\_\_\_\_

Date Referral Begins \_\_\_\_\_

#### Important NPI Information

See Instructions

#### MEDICAID RECIPIENT INFORMATION

Recipient Name	Recipient #	Recipient DOB
Address	Telephone # with Area Code _____	
	Name of Parent/Guardian _____	

#### PRIMARY PHYSICIAN (PMP)

#### SCREENING PROVIDER IF DIFFERENT FROM PRIMARY PHYSICIAN (PMP)

Name	Name
Address	Address
Telephone # with Area Code _____	Telephone # with Area Code _____
Fax # with Area Code _____	Fax # with Area Code _____
Email _____	Email _____
Provider NPI # _____	Provider NPI # _____
Signature _____	Signature _____

#### TYPE OF REFERRAL

<input type="checkbox"/> Patient 1 <sup>st</sup> <input type="checkbox"/> EPSDT Screening Date _____ <input type="checkbox"/> Case Management/Care Coordination	<input type="checkbox"/> Lock-in <input type="checkbox"/> Patient 1 <sup>st</sup> /EPSDT Screening Date _____ <input type="checkbox"/> Other
---	--

#### LENGTH OF REFERRAL

Referral Valid for _____ month(s) or _____ visit(s) from date referral begins.
--

#### REFERRAL VALID FOR

<input type="checkbox"/> Evaluation Only <input type="checkbox"/> Evaluation and Treatment <input type="checkbox"/> Referral by consultant to other provider for identified condition (cascading referral) <input type="checkbox"/> Referral by consultant to other provider for additional conditions diagnosed by consultant (cascading referral)	<input type="checkbox"/> Treatment Only <input type="checkbox"/> Hospital Care (Outpatient) <input type="checkbox"/> Performance of Interperiodic Screening (if necessary)
--	--

Reason for Referral By Primary Physician (PMP)	Other Conditions/Diagnoses Identified by Primary Physician (PMP)
---	---

#### CONSULTANT INFORMATION

Consultant Name	
Address	Consultant Telephone # with Area Code

Note: Please submit written report of findings including the date of examination/service, diagnosis, and consultant signature to Primary Physician (PMP).

Findings should be submitted to primary physician (PMP) by

<input type="checkbox"/> Mail <input type="checkbox"/> E-mail <input type="checkbox"/> Fax <input type="checkbox"/> In addition, please telephone
---

## Instructions for Completing The Alabama Medicaid Agency Referral Form (Form 362)

**TODAY'S DATE:** Date form completed

**REFERRAL DATE:** Date referral becomes effective

**RECIPIENT INFORMATION:** Patient's name, Medicaid number, date of birth, address, telephone number and parent's/guardian's name

**PRIMARY PHYSICIAN:\*** Provide all PMP information. **Must be signed by Primary Physician (PMP) or designee**

**SCREENING PROVIDER:\*** Screening provider (if different from Primary Physician) must complete and sign if the referral is the result of an EPSDT screening

**\*NPI INFORMATION:** Referrals effective February 23, 2008 or later MUST indicate the NPI number..

**TYPE OF REFERRAL:**

- ◆ *Patient 1st* - Referral to consultant for Patient 1st recipient only (See \*Chapter 39 for Claim Filing Instructions).
- ◆ *EPSDT* - Referral resulting from an EPSDT screening of a child **not in** the Patient 1st program – indicate screening date (See \*Appendix A for Claim Filing Instructions).
- ◆ *Case Management/Care Coordination* - Referral for case management services through Patient 1st Care Coordinators (See \*Chapter 39 for Claim Filing Instructions).
- ◆ *Lock-In* - Referral for recipients on lock-in status who are locked in to one doctor and/or one pharmacy (See \*Chapter 3 -3.3.2 for Claim Filing Instructions).
- ◆ *Patient 1st/EPSDT* - Referral is a result of an EPSDT screening of a child that **is in** the Patient 1st program – indicate screening date (See \*Appendix A for Claim Filing Instructions).
- ◆ *Other* - For recipients who are not in Patient 1st program.

\*"The Alabama Medicaid Provider Manual" is available on the Alabama Medicaid website

**LENGTH OF REFERRAL:** Indicate the number of visits/length of time for which the referral is valid.

**Note: Must be completed for the referral to be valid.**

**REFERRAL VALID FOR:**

- ◆ *Evaluation Only* - Consultant will evaluate and provide findings to Primary Physician (PMP).
- ◆ *Evaluation and Treatment* - Consultant can evaluate and treat for diagnosis listed on the referral.
- ◆ *Referral By Consultant to Other Provider For Identified Condition (Cascading Referral)* – After evaluation, consultant may, using Primary Physician's (PMP) provider number, refer recipient to another specialist as indicated for the condition identified on the referral form.
- ◆ *Referral By Consultant To Other Provider For Additional Conditions Diagnosed By Consultant (Cascading Referral)* – Consultant may refer recipient to another specialist for other diagnosed conditions without having to get an additional referral from the Primary Physician (PMP).
- ◆ *Treatment Only* - Consultant will treat for diagnosis listed on referral.
- ◆ *Hospital Care (Outpatient)* - Consultant may provide care in an outpatient setting.
- ◆ *Performance of Interperiodic Screening (if necessary)* - Consultant may perform an interperiodic screening if a condition was diagnosed that will require continued care or future follow-up visits.

**REASON FOR REFERRAL BY PRIMARY PHYSICIAN (PMP):** Indicate the reason/condition the recipient is being referred.

**OTHER CONDITIONS/DIAGNOSIS IDENTIFIED BY PRIMARY PHYSICIAN:** Indicate any condition present at the time of initial exam by PMP.

**CONSULTANT INFORMATION:** Consultant's name, address and telephone number.

**PLEASE SUBMIT FINDINGS TO PRIMARY PHYSICIAN BY:** The Primary Physician (PMP) should indicate how he/she wants to be notified by the consultant of findings and/or treatment rendered.



## E.18 Residential Treatment Facility Model Attestation Letter

### Residential Treatment Facility Model Attestation Letter

(RTF LETTERHEAD)  
NAME OF THE RTF  
ADDRESS  
CITY, STATE, ZIP CODE  
PHONE NUMBER  
NPI NUMBER (IF APPLICABLE)

Dear (ALABAMA MEDICAID COMMISSIONER):

A reasonable investigation subject to my control having been conducted in the subject facility, I make the following certification. Based upon my personal knowledge and belief, I attest that the (NAME OF FACILITY) hereby complies with all of the requirements set forth in the interim final rule governing use of restraint and seclusion in psychiatric residential treatment facilities providing inpatient psychiatric services to individuals under age 21 published on January 22, 2001, and amended with the publication of May 22, 2001 (Psych Under 21 rule).

I understand that the Centers for Medicare and Medicaid Services (CMS, formerly HCFA), the Alabama Medicaid Agency, or their representatives may rely on this attestation in determining whether the facility is entitled to payment for its services and, pursuant to Medicaid regulations at 42 CFR, Section 431.610, have the right to validate that (NAME OF FACILITY) is in compliance with the requirements set forth in the Psych Under 21 rule, and to investigate serious occurrences as defined under this rule.

In addition, I will notify the Alabama Medicaid Agency immediately if I vacate this position so that an attestation can be submitted by my successor. I will also notify the Alabama Medicaid Agency if it is my belief that (NAME OF FACILITY) is out of compliance with the requirements set forth in the Psych Under 21 rule.

Signature,

Printed Name  
Title  
Date

*This attestation must be signed by an individual who has the legal authority to obligate the facility.*

*Revised 2/11/08*

*This form can be downloaded from the Alabama Medicaid Agency website: [www.medicaid.alabama.gov](http://www.medicaid.alabama.gov)*

## E.19 Certification of Need for Services: Emergency Admission to a Residential Treatment Facility

### Certification of Need for Services: Emergency Admission to a Residential Treatment Facility

This form is required for Medicaid recipients under age 21 who are admitted to an Alabama residential treatment facility (RTF) on an emergency basis or for individuals who become eligible for Medicaid after admission to the RTF. The interdisciplinary team shall complete and sign this form within 14 days of the emergency admission. This form shall be completed on or before the date of the application for Medicaid coverage for individuals who become eligible after admission. This form shall be filed in the recipient's medical record upon completion to verify compliance with the requirements in the Medicaid Administrative Code Rule 560-X-41-.13.

---

 Recipient Name

---

 Recipient Medicaid Number

---

 Date of Birth

---

 Race

---

 Sex

---

 County of Residence

---

 Facility Name and Address

---

 Admission Date

### INTERDISCIPLINARY TEAM CERTIFICATION:

1. Ambulatory care resources available in the community do not meet the treatment needs of this recipient.
2. Proper treatment of the recipient's psychiatric condition requires services on an inpatient basis under the direction of a physician.
3. The services can reasonably be expected to improve the recipient's condition or prevent further regression so that the services will no longer be needed.

---

 Printed Name of Physician Team Member

---

 Signature

---

 Date

---

 Printed Name of Other Team Member

---

 Signature

---

 Date

---

 Printed Name of Other Team Member

---

 Signature

---

 Date

*Form 371*
*Revised 10/01/01*

*This form can be downloaded from the Alabama Medicaid Agency website: [www.medicaid.alabama.gov](http://www.medicaid.alabama.gov)*

## E.20 Certification of Need for Services: Non-Emergency Admission to a Residential Treatment Facility

### Certification of Need for Services: Non-Emergency Admission to a Residential Treatment Facility

This form is required for Medicaid recipients under age 21 seeking non-emergency admission to an Alabama residential treatment facility (RTF). The independent team shall complete and sign this form not more than 30 days prior to admission. This form shall be filed in the recipient's medical record upon admission to verify compliance with the requirements in the Medicaid Administrative Code Rule 560-X-41-.13.

Recipient Name \_\_\_\_\_ Recipient Medicaid Number \_\_\_\_\_

Date of Birth \_\_\_\_\_ Race \_\_\_\_\_ Sex \_\_\_\_\_ County of Residence \_\_\_\_\_

Facility Name and Address \_\_\_\_\_ Planned Admission Date \_\_\_\_\_

#### PHYSICIAN CERTIFICATION:

1. I am not employed or reimbursed by the facility.
2. I have competence in diagnosis and treatment of mental illness.
3. I have knowledge of the patient's situation.
4. Ambulatory care resources available in the community do not meet the treatment needs of this recipient.
5. Proper treatment of the recipient's psychiatric condition requires services on an inpatient basis under the direction of a physician.
6. The services can reasonably be expected to improve the recipient's condition or prevent further regression so that the services will no longer be needed.

Printed Name of Physician \_\_\_\_\_ Physician Signature \_\_\_\_\_ Phone Number \_\_\_\_\_ Date \_\_\_\_\_

Physician Address \_\_\_\_\_ NPI Number \_\_\_\_\_

Printed Name of Other Team Member \_\_\_\_\_ Signature \_\_\_\_\_ Phone Number \_\_\_\_\_ Date \_\_\_\_\_

Printed Name of Other Team Member \_\_\_\_\_ Signature \_\_\_\_\_ Phone Number \_\_\_\_\_ Date \_\_\_\_\_

Form 370

Revised 10/01/01

This form can be downloaded from the Alabama Medicaid Agency web site: [www.medicaid.alabama.gov](http://www.medicaid.alabama.gov).

Added: Patient 1<sup>st</sup> Recipient  
Dismissal Form

## E.21 Patient 1<sup>st</sup> Recipient Dismissal Form

### ALABAMA MEDICAID AGENCY

[www.medicaid.alabama.gov](http://www.medicaid.alabama.gov)

#### PATIENT 1<sup>st</sup> RECIPIENT DISMISSAL FORM

A PMP may request removal of a recipient from his panel due to good cause. All requests for patients to be removed from a PMP's panel should be submitted on this form and provide the enrollee 30 days written notice. The request should contain documentation as to why the PMP does not wish to serve as the recipient's PMP.

RECIPIENT NAME \_\_\_\_\_

MEDICAID NUMBER \_\_\_\_\_

PMP NAME \_\_\_\_\_

PMP NPI \_\_\_\_\_

REASON FOR DISMISSAL \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TO ASSIST YOU AND THE RECIPIENT IN THE DISMISSAL PROCESS, PLEASE LIST THE NAME AND TELEPHONE NUMBER OF ANY PROVIDER YOU HAVE GIVEN A REFERRAL TO WITHIN THE LAST 30 DAYS.

\_\_\_\_\_  
\_\_\_\_\_

#### **For Medicaid Office Use Only:**

Refer to Care Coordinator: ☐

Refer to Lock-in Program: ☐

Reference: ALABAMA MEDICAID BILLING MANUAL CHAPTER 39

Fax number: (334) 353-3856

FORM 450

01/20/2010

## E.22 Patient 1<sup>st</sup> Medical Exemption Request Form

### Patient 1<sup>st</sup> Medical Exemption Request

The Patient 1<sup>st</sup> Program is based on the premise that patient care is best served by a medical home where a Primary Medical Provider (PMP) may coordinate care. The purpose of this form is for the provider to list the reasons why a patient would not benefit from this system of care.

---

 Recipient Name

---

 Recipient Medicaid Number

---

 Date of Birth

**Attention Physician:** This section is to be completed only by the physician. Please check all blocks that apply regarding the patient's medical condition, and mail to the address below. (**Note:** At least one block should be checked, and the physician information requested below completed.)

- ☐ **Terminal Illness** (**Note:** The enrollee has a six month or less life expectancy and/or is currently a hospice patient.)
- ☐ **Impaired Mental Condition** which makes it impossible for the adult enrollee to understand and participate in Patient 1<sup>st</sup>. (**Note:** This statement is not a determination of the patient's legal mental competence.)
- ☐ Currently undergoing **Chemotherapy** or **Radiation treatments**. (**Note:** Exemption for this is temporary and will end with the completion of the therapy).
- ☐ **Diagnosis/Other information:** (Specify reasons why this recipient would not benefit from having a medical home with a local PMP who would coordinate his/her care.)

---



---



---



---

 Print Physician's Name

---

 NPI Number

---

 Telephone Number

---

 Return Mailing Address

---

 City

---

 State

---

 Zip

---

 Physician's Signature

---

 Date

If you have questions about this form, contact Patient 1<sup>st</sup> at (334)242-5048. If you would like to apply to become a Patient 1<sup>st</sup> provider, call (334) 242-5907. Send this completed and signed form via Fax to (334)353-3856 or mail to:

**Alabama Medicaid Agency  
Patient 1<sup>st</sup> Program  
501 Dexter Avenue  
Montgomery, AL 36103**

Form 392  
Revised 2/15/08

Alabama Medicaid Agency  
[www.medicaid.alabama.gov](http://www.medicaid.alabama.gov)

## E.23 PATIENT 1<sup>st</sup> Complaint/Grievance Form

### PATIENT 1<sup>st</sup> COMPLAINT/GRIEVANCE FORM

*\*Note: for reporting complaints regarding Patient 1<sup>st</sup> Providers Only*

Mail the completed, ***signed*** form to:

Alabama Medicaid Agency  
Quality Improvement Initiatives Unit  
501 Dexter Avenue  
Montgomery, AL 36103

Name of Person Completing this Form: \_\_\_\_\_  
(May be the recipient, designated friend/family member, medical provider, hospital, community member, etc.)

Date Form Completed: \_\_\_\_\_ Relationship to Recipient: \_\_\_\_\_

Recipient Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Recipient Medicaid Number: \_\_\_\_\_ County of Residence: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Name of Doctor: \_\_\_\_\_ Practice: \_\_\_\_\_

Please describe your complaint in detail including dates/names: (please attach any additional documentation)

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

*Over (See Consent Statement and Signature)*

## PATIENT 1<sup>ST</sup> COMPLAINT/GRIEVANCE FORM

Patient 1<sup>st</sup> staff reviews all complaints that come to our office. We take each complaint seriously and have a process in place to address them. It is not necessary to use your name when investigating a complaint. However, it is more effective to have your name when describing the concern to the provider. If you want us to use your name when investigating your complaint, sign your name in Section 1. If you do NOT want us to use your name when investigating your complaint, sign your name in Section 2. **PLEASE DO NOT SIGN BOTH STATEMENTS.**

**1. If you agree to allow us to use your name in investigating this complaint, please sign the following:**

I give the Patient 1<sup>st</sup> staff permission to use my name when sharing my complaint with the Primary Medical Provider (PMP) named in my complaint. The PMP has my permission to respond to the Patient 1<sup>st</sup> staff concerning my complaint and release medical records regarding the patient when necessary.

\_\_\_\_\_  
Signature of Complainant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Patient/Parent/Legal Guardian

\_\_\_\_\_  
Complainant's Date of Birth

### OR

**2. If you would like your name to remain confidential and you do not want us to use your name in the investigation of this complaint, please sign below:**

\_\_\_\_\_  
Signature of Complainant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Patient/Parent/Legal Guardian

\_\_\_\_\_  
Complainant's Date of Birth

If you have any questions about the use of this form or the Patient 1<sup>st</sup> complaint process, please contact the Quality Improvement Initiative Unit at 334-353-5435. *Thank you for giving us this opportunity to serve you better.*

### Please Do Not Write Below This Line

Patient 1<sup>st</sup> PMP Name: \_\_\_\_\_ NPI # \_\_\_\_\_

Patient 1<sup>st</sup> Practice Name: \_\_\_\_\_

County Where Patient 1<sup>st</sup> Practice is Located: \_\_\_\_\_

Comments: \_\_\_\_\_

Replaced form

**E.24 PATIENT 1<sup>ST</sup> Override Request Form****PATIENT 1<sup>ST</sup> Override Request Form**

Complete this form to request a Patient 1<sup>st</sup> override when you have received a denial for referral services or the Primary Medical Provider (PMP) has refused to authorize treatment for past date(s) of service. The request must be submitted to Medicaid's Patient 1st Program within 90 days of the date of service. Overrides will not be considered unless the PMP has been **contacted and refused** to authorize treatment. Attach a "clean claim" with any supporting documentation to this form and mail to Patient 1st at the address below. Patient 1st will process your request within 60 days of receipt. If your request is approved, the corrected claim will be sent to HP and will be processed. If your request is denied, Patient 1st will notify you by mail of the denial. This form is available in Appendix E of the Alabama Medicaid Provider Manual and at [www.medicaid.alabama.gov](http://www.medicaid.alabama.gov)

**Mail To:**  
**Alabama Medicaid Agency**  
**Patient 1<sup>st</sup> Program**  
**501 Dexter Avenue**  
**Montgomery, AL 36103**

Recipient's name: \_\_\_\_\_ Medicaid number: \_\_\_\_\_

Recipient's telephone number: (\_\_\_\_) \_\_\_\_\_ Date(s) of service: \_\_\_\_\_

Name of PMP: \_\_\_\_\_ PMP's telephone number: (\_\_\_\_) \_\_\_\_\_

Name of person contacted at PMP's office: \_\_\_\_\_ Date contacted: \_\_\_\_\_

Reason PMP stated he would not authorize treatment: \_\_\_\_\_

I am requesting an override due to:

☐ Recipient assigned incorrectly to PMP. Please explain: \_\_\_\_\_☐ This recipient has moved.☐ Unable to contact PMP. Please explain: \_\_\_\_\_☐ Other. Please explain: \_\_\_\_\_

Provider name: \_\_\_\_\_

NPI # \_\_\_\_\_

Form completed by: \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Form 391  
Revised 2-10-10Alabama Medicaid Agency  
[www.medicaid.alabama.gov](http://www.medicaid.alabama.gov)



## E.25 Request for Administrative Review of Outdated Medicaid Claim

Replaced form

### Alabama Medicaid Agency

#### REQUEST FOR ADMINISTRATIVE REVIEW OF OUTDATED MEDICAID CLAIM

This form is to be completed only if the claim is more than one year old as specified on the reverse side.

##### Section A

Print or Type	
Provider's Name	Provider Number
Recipient's Name	Recipient's Medicaid Number
Date of Service	ICN #

I do not agree with the determination you made on my claim as described on my Explanation of Payment dated:

##### Section B

My reasons are:


##### Section C

Signature of <b>either</b> the provider <b>or</b> his/her representative	
Provider Signature	Representative Signature
Address	Address
City, State and ZIP Code	City, State and ZIP Code
Telephone Number	Telephone Number
Date	Date

This form may be downloaded from the Alabama Medicaid Agency website: [www.medicaid.alabama.gov](http://www.medicaid.alabama.gov)

Form # 402  
Rev. 2-10-2010

This form may be downloaded from the Medicaid website at: [www.medicaid.alabama.gov](http://www.medicaid.alabama.gov)

Medicaid Agency

Replaced form

### **7.2.1 - Administrative Review and Fair Hearings** **Alabama Medicaid Provider Manual**

Title XIX Medical Assistance State Plan for Alabama Medicaid provides that the Office of the Governor will be responsible for fulfillment of hearing provisions for all matters pertaining to the Medical Assistance Program under Title XIX. Agency regulations provide an opportunity for a hearing to providers aggrieved by an agency action.

For policy provisions regarding fair hearings, please refer to Chapter 3 of the *Alabama Medicaid Agency Administrative Code*.

When a denial of payment is received for an outdated claim, the provider may request an *administrative review* of the claim. A request for administrative review **must be received by the Medicaid Agency within 60 days of the time the claim became outdated**. In addition to a clean claim, the provider should send all relevant EOPs and previous correspondence with HP or the Agency in order to demonstrate a good faith effort at submitting a timely claim. This information will be reviewed and a written reply will be sent to the provider.

In the case that the administrative review results in a denial of a timely request, the provider has the option to request a fair hearing. This written request must be received within 60 days of the administrative review denial.

In some cases, providers should not send requests for fair hearing for denied claims. An administrative review denial is the **final** administrative remedy for the following reasons:

- Recipient has exceeded yearly benefit limits.
- Recipient was not eligible for dates of service.
- Claim was received by the Agency more than 60 days after the claim became outdated.

Send requests for Administrative Review to the following address, care of the specific program area:

Administrative Review  
Alabama Medicaid Agency  
501 Dexter Avenue  
P. O. Box 5624  
Montgomery AL 36103-5624

Include the program area in the address (for instance, write "Attn: System Support").

**NOTE:**

If all administrative remedies have been exhausted and the claim denies, the provider cannot collect from either the recipient or his/her sponsor or family.

If the Administrative Review does not result in a favorable decision, the provider may request an informal conference before proceeding to a Fair Hearing.

## E.26 Prior Authorization Request Form for Durable Medical Equipment

Alabama Medicaid Agency  
501 Dexter Avenue  
P. O. Box 5624  
Montgomery, Alabama 36103-5624

### ALABAMA MEDICAID AGENCY DURABLE MEDICAL EQUIPMENT

☐ Certification ☐ Recertification



#### Section I: Patient Information -- Complete All Items Pertaining to the Patient's Condition and Equipment

1. Patient's Name	2. Medicaid Number	3. Date of Last EPSDT Screening
4. Indicate all relevant diagnoses		5. Prognosis <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor
6. Estimated number of months equipment needed (Do not put "Indefinite." Be specific.)	7. Date Prescribed	8. Requested HCPC code(s)
9. Rental Period this certification applies to (Certification length CANNOT exceed 12 months) From _____ To _____ Short Term (6 months or less ) _____ (MM-DD-YYYY) Continuous Rental _____ (MM-DD-YYYY)		10. Supplier's Name _____ Street Address _____ City, State, Zip _____ Telephone # _____ Supplier's Provider Number _____

#### 11. What is The Patient's Condition Concerning Mobility?

- a. Bed Confined? ☐ No ☐ Yes - If Yes, complete below  
☐ <50% of the time ☐ 50% of the time ☐ 75% of the time ☐ 100% of the time
- b. Room Confined? ☐ No ☐ Yes
- c. Wheelchair Confined? ☐ No ☐ Yes
- d. Ambulatory ☐ No ☐ Yes - If Yes, complete below  
☐ Assistance not required ☐ Assisted by a walker or cane ☐ Assisted by a person
- e. Is Patient Disoriented? ☐ No ☐ Yes
- f. Can patient position self? ☐ No ☐ Yes
- g. Does patient have severe contractions? ☐ No ☐ Yes If yes, where? \_\_\_\_\_
- h. Is the patient comatose? ☐ No ☐ Yes
- i. Is the patient semi comatose? ☐ No ☐ Yes
- j. Is the patient highly susceptible to decubitus ulcers? ☐ No ☐ Yes If yes, explain \_\_\_\_\_
- k. Does patient have decubitus ulcers? ☐ No ☐ Yes If yes, what stage? \_\_\_\_\_

#### Section II: General Equipment -- Complete All Applicable Responses

12. General equipment selected for patient (complete all applicable items above in 11)  
☐ New Equipment ☐ Replacement Equipment (Attach documentation)

a. Wheelchair ☐ Standard (11a-11k must be completed) ☐ Electric (Form 384 must be completed) ☐ Custom (Form 384 must be completed)  
 Accessories \_\_\_\_\_  
 (Type of Accessory / Weight of Patient / Depth)

b. Hospital Bed ☐ variable ☐ fixed  
☐ Semi electric ☐ Other (please specify) \_\_\_\_\_  
 Accessories \_\_\_\_\_  
 (Type of Accessory / Weight)

c. Hospital Bed Accessories:  
 Patient has physical and mental capacity to use equipment ☐ Yes ☐ No  
 Hydraulic lift with: ☐ Seat or ☐ Sling  
 Trapeze bar ☐ Standard or ☐ Heavy Duty Patient's weight \_\_\_\_\_  
 Bed Rail ☐ Yes ☐ No Height \_\_\_\_\_

d. Ambulatory Devices  
☐ Walker ☐ Crutches ☐ Quad Cane ☐ Three pronged cane

**Section III: Respiratory Equipment -- Complete All Applicable Responses****\* Indicates EPSDT Only**

13. Apnea Monitor \*
- ☐ Apnea      ☐ SIDS Sibling Biological (Brother or Sister)      ☐ High Risk for Apparent Life Threatening Event (ALTE)
- ☐ Infant less than 2 years of age with Trach      ☐ Preterm infant with period of pathologic apnea
- 
14. Overnight Pulse Oximetry \*
- ☐ Evaluation for serious respiratory diagnosis and requires short term oximetry to rule out hypoxemia or determine the need for supplemental oxygen
- 
15. Pulse Oximetry \* - Patient on supplemental oxygen approved by Medicaid and patient has one of the following conditions
- ☐ Trach      ☐ Ventilator dependant      ☐ Unstable saturations with weaning in progress
- 
16. Percussor \*
- Patient has one of following diagnoses**
- ☐ Cystic Fibrosis      ☐ Bronchiectasis, and
- Failed chest physiotherapy (Attach clinical documentation)**
- ☐ Hand Percussion      ☐ Postural drainage      Date used \_\_\_\_\_ through \_\_\_\_\_, and
- Caregiver ability to perform chest physiotherapy**
- ☐ Caregiver not available to perform physiotherapy      ☐ Caregiver not capable of performing physiotherapy
- 
17. Air Vest\*
- a. Acute Pulmonary exacerbation during last 12 months documented by
- ☐ Hospitalization  $\geq 2$ , and      ☐ Episode of home IV antibiotic therapy, and
- b. ☐ FEV1 in one second  $< 80\%$  of predicted value, or      ☐ FVC is  $< 50\%$  of predicted value, and
- c. ☐ Need for chest physiotherapy  $\geq 2$  times daily, and
- d. Documented failure of other forms of chest physiotherapy
- (Attach clinical documentation)**
- ☐ Hand percussion      ☐ Mechanical percussion      ☐ Positive Expiratory Pressure
- 
18. Ventilator (check one) \*      ☐ Laptop      ☐ Volume Ventilator
- a. Dependent on vent 6 hours or more per day, and      ☐ Yes      ☐ No
- b. Dependent on vent for at least 30 consecutive days, and      ☐ Yes      ☐ No
- (Medical documentation from the recipient's primary physician indicates long term dependency on ventilator support)
- c. Would need care in hospital, NF, ICF, MR, and eligible inpatient care under state plan, and      ☐ Yes      ☐ No
- d. Patient has social supports to remain in home, and      ☐ Yes      ☐ No
- e. Physician has determined that home vent care is safe, and      ☐ Yes      ☐ No
- f. Patient has at least one or more of the following
- ☐ Chronic respiratory failure
- ☐ Spinal cord injury
- ☐ Chronic pulmonary disorders
- ☐ Neuromuscular disorders
- ☐ Other neurological disorders and thoracic restrictive diseases
- 
19. CPAP/BIPAP \*
- a. Physician      ☐ Pulmonologist      ☐ Neurologist      ☐ Board certified sleep specialist
- b. Patient diagnosis of ☐ Obstructive sleep apnea      ☐ Upper airway resistance syndrome      ☐ Mixed sleep apnea
- c. Sleep study recorded for  $\geq 360$  minutes/6 hours      ☐ Yes      ☐ No
- OR
- For patients  $< 6$  months old -- sleep study recorded for  $\geq 240$  minutes/4 hours      ☐ Yes      ☐ No
- d. Sleep study documents
- ☐ RDI or AHI  $\geq 5$  per hour      ☐ At least 30 apneas/hypopneas found in sleep study
- ☐ CPAP reduces sleep events by  $\geq 50\%$
- For BIPAP only      ☐ Unsuccessful trial of CPAP      or      ☐ Patient is  $\leq 5$  years
- 
20. Suction Pump -- Patient unable to clear airway of secretions by cough due to one of the following conditions:
- ☐ Cancer/surgery of throat      ☐ Paralysis of swallowing muscles      ☐ Other \_\_\_\_\_
- ☐ Tracheostomy      ☐ Comatose or semi-comatose condition      (specify)

## SECTION IV:

## MEDICAL APPLIANCES AND SUPPLIES

**21. Disposable Diapers \***

(Patient meets all of following)

- ☐  $\geq 3$  years old, and
- ☐ Patient non-ambulatory or minimally ambulatory (cannot walk 10 feet or more without assistance)

Patient at risk for skin breakdown and has at least two of the following:

- ☐ Unable to control bowel or bladder functions
- ☐ Unable to use regular toilet facilities due to medical condition
- ☐ Unable to physically turn or reposition self
- ☐ Unable to transfer self from bed to chair or wheelchair without assistance

**22. Augmentative Communication Device**

- ☐ Patient is mentally, physically and emotionally capable of operating ACD device
  - ☐ Medical evaluation completed within 90 days of request for device and patient has a medical condition which impairs the ability to communicate and ACD device is needed to communicate
  - ☐ Patient has evaluation by interdisciplinary team which includes a physician, speech pathologist or PT, OT or social worker.
  - ☐ Request is for modification or replacement, and one of the following conditions exist
- Include supporting documentation.
- ☐ Patient had medical change
  - ☐ ACD no longer under warranty, device does not operate to capacity or repair is no longer cost effective
  - ☐ New technology is significantly meets medical need of client that is not met with current equipment

**23. Home Phototherapy**

- ☐ Infant is term ( $\geq 37$  weeks of gestation)  $>48$  hours of age and otherwise healthy, and
- ☐ Serum bilirubin levels  $>12$ , and
- ☐ Elevated bilirubin levels are not due to a primary liver disorder, and
- ☐ Diagnostic evaluation is negative (see instructions), and
- ☐ Infants' age and bilirubin concentration is one of the following
  - ☐ Infant 25-48 hours of age with serum bilirubin  $\geq 12$  (170)
  - ☐ Infant 49-72 hours of age with serum bilirubin  $\geq 15$  (260)
  - ☐ Infant great than 72 hours of age with serum bilirubin  $\geq 17$  (290)

**24. Alternating Pressure Pad with Pump or Gel or Gel like Pressure Pad for Mattress**

- ☐ Patient is bed confined 75 to 100% of the time, and
- ☐ Patient is unable to physically turn or reposition alone, or
- ☐ Patient is medically at risk for skin break down and meets one of the following criteria
  - ☐ Impaired nutritional status defined as BMI  $\leq 18.5$
  - ☐ Fecal or urinary incontinence
  - ☐ Presence of any stage pressure ulcer on the trunk or pelvis
  - ☐ Compromised circulatory status

AND
- ☐ Documentation of all of the following:
  - ☐ Recipient/caregiver educated on prevention/management of pressure ulcers
  - ☐ Assessment at least every 30 days by a nurse, doctor or other licensed healthcare professional
  - ☐ Recipient/caregiver can perform appropriate positioning and wound care
  - ☐ Recipient/caregiver understands management of moisture/incontinence
  - ☐ Recipient receives nutritional assessment documenting weight, height, BMI and nutritional intake
  - ☐ Compromised circulatory status
- ☐ Patient is unable to physically turn or reposition alone

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